

# Creating Rubrics with Rubistar

S. Ward 10/09

1. Go to Rubistar. <http://rubistar.4teachers.org/index.php>
2. Select the type of rubric you want to make.
3. Fill in name and other information.
4. Create a title for your rubric.
5. **WARNING: Web page will disappear after 40 minutes. Work fast or submit to prevent any loss of data.**
6. Select Temporary Rubric.
7. Choose categories or create new ones by typing them in the text box.
8. Make any changes or corrections fit for you within the boxes.

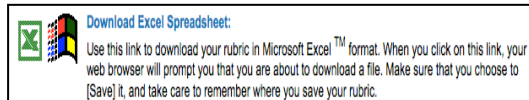


Submit and preview your rubric

9. Press Submit.
10. Review rubric. If it looks good, continue. If not, delete and try again.



11. If you want to save the rubric, press Print or Download.



12. Select Download Excel Spreadsheet.



13. Open rubric in Excel. Revise, format, print, etc.
14. If file does not end in .xls, change file name so that it does. Delete any other file extensions.
15. Hand out to students.